Section 7.3   FUNCTIONS MENU
Data Collection Inquiry
Activity Tab

Purpose	This section provides the procedures for **Timekeepers** and **Employees** to inquire on time that was entered by activity by using the **Activity** tab window.
Tab	Activity
Reminders	**1.** The Activity tab is accessed through the Functions, Data Collection Inquiry items on the menu bar.
	2. The Activity tab consists of the following bottom tabs:
	■ Summary - This tab is automatically activated when the Activity tab is clicked.
	■ Detail - This tab allows a user to view time or other unit of measure entered by coding block for a specific activity.
	■ Comments - This tab allows a user to view comments reported by the employee for activity entry and other applicable data.

Activity Tab (Summary Bottom Tab)

The following window is displayed when the Activity tab is selected. The fields displayed are described on the following page.

```
┌──────────────────────────── DCDS ──────────────────────── ▼ ⬍ ┐
│  File   Edit   Options   Functions   Params   Reports   Window   Help │
├─────────────────── Data Collection Inquiry ──────────────── ▼ ▲ ┤
│ Selection │ Time │ Activity │ Equipment │ Inventory │ Leave Req │ Emp Info │ History │
│ Doan, Elroy K        590-10-2244  Eff Dt: 02/17/1991   PP EndDt: 9/6/97    Ver: 0  │
│                                                                                     │
│                             Activity Summary                                        │
```

Month: August		24	25	26	27	28	29	30	
	Sum	31	01	02	03	04	05	06	**PP**
Activity	**Total**	**S**	**M**	**T**	**W**	**Th**	**F**	**S**	**Total**
TREE					2.00	2.00	2.00		
									6.00
SALT			4.00	4.00	4.00				
									12.00
Totals:	0.00		4.00	4.00	6.00	2.00	2.00		
		0.00							**18.00**

```
│ │Summary│ Detail │Comments│                                                        │
│ │ <= │ < │ > │ => │                                              │ Close │          │
├─────────────────────────────────────────────────────────────────┤
│ Ready                                                                               │
└─────────────────────────────────────────────────────────────────┘
```

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Section 7.3 - ***Activity Tab***

Activity Tab (Summary Bottom Tab)

The following information is displayed:

Field Name	Description
Month	Displays the month and day of the selected pay period.
Activity Code	Identifier for the activity reported by the employee on the Activity Entry window.
Sum Total	Total hours reported for a particular activity per pay period.
Hours by day	Total hours by activity for each day of the week reported by the employee. **Note:** Activity may not be hours worked. It can be reported in counts, hours, miles, etc.
PP Total	Sum of total hours reported for a particular pay period.
Totals	Total for each day of the pay period (if time was reported on a daily basis) and a total for each week of the pay period.

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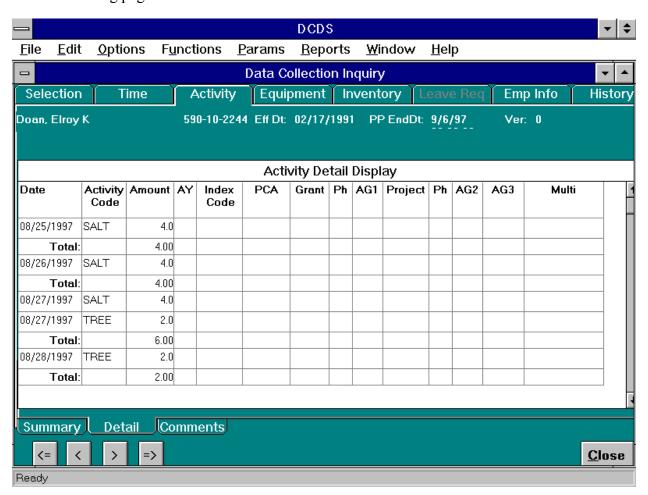***DCDS*** *Procedures Manual*

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Section 7.3 - ***Activity Tab***

Activity Tab (Detail Bottom Tab)

Click on the Detail bottom tab to display the Activity Detail Display window. This window displays detail activity information reported by the employee. The fields displayed are described on the following page.

DCDS										
File Edit Options Functions Params Reports Window Help										

Data Collection Inquiry

Selection	Time	Activity	Equipment	Inventory	Leave Req	Emp Info	History

Doan, Elroy K   590-10-2244 Eff Dt: 02/17/1991   PP EndDt: 9/6/97   Ver: 0

Activity Detail Display

Date	Activity Code	Amount	AY	Index Code	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi
08/25/1997	SALT	4.0											
Total:		4.00											
08/26/1997	SALT	4.0											
Total:		4.00											
08/27/1997	SALT	4.0											
08/27/1997	TREE	2.0											
Total:		6.00											
08/28/1997	TREE	2.0											
Total:		2.00											

Summary	Detail	Comments

<=	<	>	=>		Close

Ready

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Data Collection Inquiry

*Section 7.3 - **Activity Tab***

Detail Bottom Tab

The following information is displayed:

Field Name	Description
Date	The day of the pay period.
Activity Code	The identifier for the activity reported by the employee on the Activity Entry window.
Amount	The number of hours by activity for each day of the week reported by the employee.
Coding Block Elements	The coding block charged for a particular activity.
Total	The daily total of hours reported for an activity.

Activity Tab (Comments Bottom Tab)

Click on the Comments bottom tab to display the Comments window. This window displays comments reported by the employee for activity entry. The fields displayed are described on the following page.

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Data Collection Inquiry

*Section 7.3 - **Activity Tab***

Activity Tab (Comments Bottom Tab)

The following information is displayed:

Field Name	Description
Activity	The identifier for the activity reported by the employee on the Activity Entry window.
Day	The day of the pay period.
Location	Indicates the location where an action is being performed.
Sub Location	Indicates, at a lower level than location, the sub-location where an action is being performed.
Recipient of Activity	Indicates who or what received action being recorded as an activity.
Equipment Number	The equipment number reported for the activity.
Work Request #	The work request number assigned.
Commodity ID	The Commodity ID associated with the activity being reported.
Quantity	The amount reported for each activity from the Activity Entry window.
Comments	The comments reported by the employee.